

THE QUEEN'S SCHOOL BOARD OF GOVERNORS

THE QUEEN'S C OF E SCHOOL CUMBERLAND ROAD KEW SURREY TW9 4HJ

Minutes of the Meeting of the Governors of The Queen's School
held at the school on Thursday 13th December 2018 at 8.00am.

Present: *Foundation Governors (7)*
(LC) Laura Coughtrie (*Co-Chair*) (DD) David Durie
(IH) Inga Hall (*Co-Chair*) (ER) Emma Roberts
(HC) Hatty Cadman (*Vice Chair*) (CR) Caroline Roberts
(NW) Nigel Worn (LMF) Luci Mitchell Fry
(DB) David Boddy

Non-Foundation Governors (4)
(KB) Katie Bentham (*Headteacher*) (JM) James Merel
(CC) Catherine Christmas (BCW) Bethany Claus Widick

Co-Opted Governors (2)
(JU) Jean Utshudiema (HJC) Harry Charrington

Non-Voting (1)
(AR) Andy Rooney, SBM

Opening Prayer (led by NW)

1. APOLOGIES AND WELCOME

Apologies were received and accepted from Mark Ollard and the Clerk and it was agreed that LC would record and take notes of the meeting. CR sent apologies for late arrival to the meeting.

2. DECLARATION OF FINANCIAL AND OTHER MATERIAL INTERESTS

All Governors are reminded of the need to declare any direct or indirect pecuniary interest which might relate to any matter under discussion.

JM declared an interest in Item 4. of the agenda and joined the meeting after discussion of this item concluded.

3. APPROVAL OF THE MINUTES AND THE CONFIDENTIAL MINUTES OF THE MEETING OF 11th OCTOBER 2018

The minutes were approved as an accurate reflection of the meeting and signed by IH.

Matters arising:

- i. Confirmation that all governors have read Keeping Children Safe in Education Part 1 has been received.
- ii. Update from the Clerk on proposal to migrate to AfC portal. IH reported that the Clerk has met with Governor Support at AfC and that it is certainly practical to use AfC CPD Online for recording and storage of all training undertaken by governors. The AfC portal is still being upgraded and it is hopeful this will be up and running by mid-January. The Clerk will bring an update to the next FGB meeting in February 2019.

ACTION: Clerk to update on current status of AfC portal and proposal to FGB at the meeting on 12th February 2019.

STRATEGIC – Linked to Vision

4. TO RECEIVE A VERBAL REPORT ON OUTCOME OF STAFF CONSULTATION REGARDING WHOLE SCHOOL PAY POLICY (APPROVED AT OCTOBER FGB MEETING); AND TO APPROVE RECOMMENDATIONS FROM P&P COMMITTEE REGARDING RESPONSE TO QUERIES RECEIVED FROM STAFF

This item has been minuted confidentially.

JM joined the meeting.

5. TO RECEIVE A VERBAL UPDATE ON CURRENT FINANCIAL POSITION AT THE HALF YEAR

In MO's absence, AR provided figures up to Period 8, two thirds of the way through the year. The net out-turn is break-even as at the end of Period 8, which is better than budgeted, but partially due to some timing issues and accumulated spending yet to make - £34k from RNST on furniture and a further amount from RNST on ICT, plus payments this year have been received from parents for Clubs, but honorariums for staff run clubs will not be made until January 2019.

Expectation of the out-turn is therefore that the school will have a deficit of something in the region of £140k, with the new RNST donation treated as an in and out sum, which means that the out-turn will probably be better as unlikely all funds will be spent in the year. There is not much change in the message. The run rate looks good, but items will come through in the last quarter of the year. There are contingencies included for unknown quantities in the buildings maintenance budget.

AR then drew attention to a notification received from the Borough Finance department regarding VAT and the restrictions placed on schools in respect of VAT. AR will be taking advice on the implications of this for the school and will revert with more information in due course.

With £330k at the start of the year, the reserves position at the end of the year, with a deficit of £140k, will be £190k. AR pointed out that there are non-recurring items included in these figures, so this will not necessarily be the position in the next year, although it was agreed that this is still an issue that needs to be kept very much in mind going forward.

Q: Where are we with the Finance Committee Working Group formed to consider means of raising additional income for the school?

A: A huge amount of work was done and then, following AR's appointment, and a clearer picture of the financial situation, this was put on hold. The SLT have done a fantastic job in getting a donation of £88k from RNST and the school is aware of other grants and donations the school can apply for, although this is now a fiercely competitive market. This will now be revisited at Finance Committee this term. However, funding for staff can only be received from our dedicated school's grant. Trusts and funds generally only finance capital projects and as the school's percentage spent on salaries is constantly increasing, the squeeze continues.

IH then gave feedback on the PSA meeting held on 10th December, at which the school submitted an application for funding of £12k, as a re-allocation of sums previously agreed but not used, possibly towards the funding of a TA. This served to test the water with the PSA regarding the concept of asking for additional financial support from the parent body in the future. It was a well-attended meeting, with a variety of diverse views expressed. Following a very good presentation from KB, the £12k was approved for the ring-fenced purpose of funding half a TA, and there was not an appetite for awarding unrestricted funds at the present time. Whilst there is an opportunity to approach the parent body in the future, careful consideration will need to be given to the way in which this is approached. Further development of the volunteering structure should be progressed in parallel, as parents who volunteer are likely to more fully understand the issues faced around staffing.

ACTION: Finance Committee, three of whom attended the PSA meeting, to pick up the issue of communication to parents at Finance Committee in January 2019 (Note post meeting – the Finance Committee is rescheduled for February 2019)

6. TO EVALUATE ACHIEVEMENT AND ATTAINMENT OVER THE LAST YEAR, TAKING AN OVERVIEW OF 'ANALYSE SCHOOL PERFORMANCE' (ASP) DATA c/f to Spring 1 – ASP Data meeting postponed until 15th January 2019

CR joined the meeting.

7. TO RECEIVE AN UPDATE AND DISCUSS ENVIRONMENTAL ISSUES AND PROGRESS MADE WITH LOCAL COUNCILLORS

CR reported on the promising progress made with beginning to address air pollution issues around the School, with the A206 border being identified as a priority to address. With the help of local lobbying and assistance from the council, help is now being offered from LBRUT and quotes are now being collated for a green wall – a wooden fence with laurel planting. This is a relatively inexpensive and low maintenance option and is recommended by the LA. IH/HC are establishing whether there are any planning issues.

Additional initiatives which CR would like to explore with the School include a push towards an accreditation as a plastic free school and creation of an Environment policy, starting with procurement etc, with Jo Bushell able to push this from a science perspective. It was agreed that there is a strong Christian element to this, which would give a very positive message.

Discussion took place around an environmentally driven curriculum which is being worked on by the Grantham Institute and a climate change organisation. When this is completed, they will be looking for schools to lead on this and to partner with, which may present a great opportunity. Furthermore, the school has the backing of Councillors Campanale and Burford on environmental issues and will hopefully be working with them going forward.

It was noted that a planning application for electric charging points on Cumberland Road appears to have been withdrawn.

8. TO RECEIVE FEEDBACK FROM COMMUNITY MEETING HELD ON 8th NOVEMBER

LC and KB attended this meeting, at which one resident, Mrs Samuelson, attended on behalf of Cumberland Road (the Gloucester Court representative having given her apologies). Mrs Samuelson had photographs of the first Saturday of the term, when various issues were highlighted that the school was unaware of. An email with photographs highlighting the issues appear not to have been received by the school. The meeting however continued well, with no issues on any subsequent Saturdays. A process was agreed for communication with the school and there will be a six monthly timetable for meetings going forward. It was reported that it was difficult to evaluate whether local residents are happier now, although it would appear that the reality of the astro pitch is less negative than they anticipated.

AR left the meeting.

9. TO RECEIVE ANY GOVERNOR FEEDBACK ON PHASE VISIT REPORTS (CIRCULATED BY CC)

CC thanked governors for sending in their reports and asked that reports are completed in a timely manner as this will be an agenda item at all FGBs. All reports were very positive, but two reports picked up on a lack of TA support in class and in Collective Worship (and associated restiveness), which is very useful to know as it picks up on ongoing discussion around the impact of budgetary constraints for TA support. CC noted that the focus this year will be on RE and Science, and that it may be better next year to focus on individual areas that arise on visits rather than too broad a collection of subjects for one visit. It was further agreed that the purpose of the visits is to mirror the Vision, so it may be appropriate to drill down further into the Vision and set up visits around specific areas identified. It was also noted that it was decided at Kairos that all visits should have a Christian Distinctiveness

thread running through them. This will be discussed at C&S and brought back to governors at a later date.

The next phase visit date is w/c 4th February, followed by phase meetings during the week of 26th February.

10. TO NOTE THE HEADTEACHER'S REPORT (SEF) (*Standing Item*)

KB pointed out that this is a working document at present, with only two sections updated: the context section, particularly around the movement of children, with in-year admissions increasing on a continuous basis, which has an inevitable impact. KB advised that Michelle Jones is working hard to keep up numbers on roll with a great deal of time spent on admissions and that many more school tours are taking place and noted the significant impact of new children joining the school.

KB noted that there is no content that is not being currently addressed in Committee, and the EYFS section probably the area with most changes, all of which goes to phase and C&S meetings.

Q: Is the change happening in EYFS on the whole for the better?

A: Absolutely. The provision in EYFS is much improved, the team are collegiate, highly skilled, highly trained – the best team the school has had in a long time. Very positive things happening, with external people now visiting the school to look at its provision. KB would not now hesitate to judge it Outstanding.

The SEF will need a bigger overhaul at the beginning of the next academic year. Ofsted are carrying out an extensive consultation at present regarding their framework. They want to be seen to be making sure that everyone is on board with their plans for the future and once the consultation has taken place the SEF will need reviewing. KB confirmed that Ofsted are planning to move away from such a heavy data focus and moving to a curriculum focus.

Following a brief discussion regarding ASP data, it was agreed that KB, as planned, will bring a Headteacher's Report to the next FGB, not an updated SEF.

11. TO RECEIVE A SAFEGUARDING REPORT FROM THE HEADTEACHER (*Standing Item*)

KB reported that an LA Safeguarding Audit has taken place this term, but the written report of this has not yet been received – should receive it early in the Spring term. Generally, it was a very positive visit. Some tweaks are required, particularly around lock down procedures, but otherwise safeguarding is good and the auditor recommends some of our processes to other schools e.g. the volunteer process. All the policies are reviewed by the auditor, which provides an extremely valuable overview. The audit report will be taken to Premises and Pastoral committees.

No children are on Child in Need or Child Protection register.

12. TO RECEIVE A VERBAL REPORT FROM THE CHAIRS, INCLUDING ITEMS OF SIGNIFICANCE CONSIDERED BY THEIR COMMITTEE SHOULD BE DRAWN TO THE ATTENTION OF THE FGB AND TO NOTE THE MINUTES CIRCULATED

Premises – temperatures and equipment issues are ongoing. KB/IH, with the SDBE, are in continued dialogue regarding the increasingly significant full building review which has been promised. KB advised that there have been two occasions when the school almost closed due to the heating not working. There are many issues still to be addressed, and is a main area of focus.

Curriculum & Standards – met on 11th December and received a presentation on Maths Mastery, Exceeding children and SEN provision. Awaiting ASP meeting in January for more substantial analysis.

Finance – nothing additional to report.

Kairos – met at end of November, with a delightful visit from Prayer Ambassadors. New SIAMS framework has been issued by the Diocese, with a revised grading system without an

“outstanding” outcome, instead of which there will be “excellent” or “good”. Kairos are looking into the implications of this and how the school will meet the new framework.

Pastoral – the only update since Pastoral committee last met is that ER/BCW conducted a safeguarding visit on 12th December.

Pay & Personnel – nothing further to add.

Admissions – not met, nothing to report, but LMF reiterated KB’s message regarding in-year admissions and the level of work that is required.

Steering – not met.

STATUTORY

13. FOR NOTING

i. Co-Chairs’ Report, including correspondence

Largely self-explanatory. IH/LC then thanked DD for his outstanding contribution as a Foundation and Diocesan governor for 9.5 years and for all his support and expressed delight that DD will be staying on as an Associate Member focusing on P&P and Pastoral. A presentation of a photo montage of the school and children was made. DD thanked everyone and noted the great pleasure and privilege it has been to be part of the school.

ii. Verbal Policy Progress Report (*Standing Item*)

CC noted that a list of policies requiring review has been circulated, with new additions made to this for January 2019. IH requested that, as a protocol going forward finalised policies are forwarded by Chairs to CC (so she is aware of status and can update the Policy Schedule) and CC will then confirm to Paul Adams that the revised policy is ready to be uploaded onto the school website and onto the internal S:Drive at school.

iii. All governors to confirm they have read the Equality Policy and associated Equality Act Guidance

CR has worked with Voulla Demetriou to review the Equalities Statement and Policy and this highlighted that school governors should regularly read the Equality Policy and guidance, noting that there is no concern that the school is not meeting its equalities’ objectives. KB will check with BD that staff have also read whatever is necessary in this respect, particularly given the updating to the policy that has taken place. This is normally covered in staff INSET days, along with Child Protection and KCSIE requirements.

14. GOVERNORS’ TRAINING (*Standing Item*)

Governors were encouraged to look at the gaps in their training, some quite significant, and to register for appropriate courses, either online or face to face. In particular, governors were asked to complete an Educational Visits to Schools training module, since only three governors have done this and yet all are visiting the school regularly.

OTHER

15. FOR/FROM OTHER COMMITTEES: See Item 4. above.

16. AOB

Jenny Stroud joined the meeting.

Clarity was given on each of the items that comprise the £88k covered by RNST - Play Zone, Growing Zone, Fit Zone and ICT stage lights, visualisers and an Orienteering Course (track around whole school). A contribution for hand-dryers was not approved by RNST, but the PSA approved funding for this at the meeting on 10th December and this will pay for itself over two years offset against the cost of handtowels/cleaning the toilets.

JS reported on the quotes received from four companies for the various playground areas, pointing out that these were not based on an exact spec, but based on creative ideas for the spaces and the costings thereof. The quotes are not therefore wholly comparable and some have been developed more fully in liaison with the school and revised costings submitted.

Playzone – climbing frame. Preferred quote Sole Outdoor Learning, providing a natural log structure. Quote for adapted spec of £26,280 (as submitted to RNST).

Fitzone – comprising 14 outdoor stations covering a broad variety of agility skills equipment. Preferred quote Playforce (who also completed the triangle very competently). Quote of £48,990 (with slightly lower figure submitted to RNST, so Growing Zone quote will be adjusted down to cover the difference). This could be commenced as soon as approval received, with a 2-3 week programme of work, so could be completed by Spring Half Term. This will need to be completed before work on the Playzone can commence.

Growing Zone – beds for each year group to grow plants, using unattractive area at the end of the playground – and very accessible for the children. The PSA have agreed to fund planting of raised beds. Preferred quote from Sole Outdoor of £9,000 submitted to RNST, with £7.5k to be spent.

It was noted that there is no plan to fence the Reflection Zone immediately, but that this may be reviewed in the future. It was agreed that the area will work a great deal better when the other zones have been completed and will become a true reflection zone in due course.

JS then responded to various questions from the governors, after which the costs were approved by the FGB.

Costs not required to be approved for the stage lights, visualisers and orienteering track.

17. Date of next meeting: Tuesday 12th February 2019, 7.00pm.